

Henrico Circuit Court

NAME OF COURT: CIRCUIT COURT OF THE COUNTY OF HENRICO

JUDGES:

Hon. James Stephen Yoffy, Presiding Judge, Chief Judge
Hon. Lee A. Harris Jr., Presiding Judge
Hon. Randall G. Johnson, Jr., Presiding Judge
Hon. John Marshall, Presiding Judge
Hon. Richard S. Wallerstein Jr., Presiding Judge

COURT ADMINISTRATOR:

Donna M. Sandefur

CLERK:

Hon. Heidi S. Barshinger

SHERIFF:

Hon. Alisa Gregory

COMMONWEALTH'S ATTORNEY:

Hon. Shannon L. Taylor

PHYSICAL ADDRESS: 4309 East Parham Road, Courts Building, 2nd Floor, Henrico,
Virginia 23228

MAILING ADDRESS: PO Box 90775, Henrico, Virginia 23273-0775

PHONE NUMBERS:

Clerk's Office	804-501-4202
Judges' Chambers	804-501-4750
Jury Officer	804-501-4812
Commonwealth's Attorney	804-501-4218
Sheriff's Office	804-501-4571
Jail	804-501-4581

TERMS OF COURT AND GENERAL INFORMATION

- Criminal Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.
- Grand Juries, 1st day of Term, 9:00 a.m.
- Civil cases set by telephone.
- Criminal cases set when appealed or at preliminary hearing.
- Court normally convenes 9:00 a.m.; 10:00 a.m. for jury trials.
- Commissioners in Chancery are utilized in unusual causes; accountings; suits by creditors; suits on mechanic's lien; partition suits; sale of land of persons under disability, some divorce cases.
- **Effective May 1, 2016, the Henrico Circuit Court will no longer be holding civil docket calls.**

DOCKET PROCEDURE:

TERM WEEK is the week of the 2nd Monday in the odd months of the year.

CIVIL: Cases should be set by telephone. Once set, the attorney setting the trial date must write a confirming letter to all attorneys stating the trial date(s) and whether the case has been set with or without a jury.

Because of the limited number of trial days, the Court sets several cases for trial each day. Experience has shown that many cases go off the docket before the trial date due to settlements or continuances. This allows those cases which require trial to be set at an early date. On occasion, however, more cases remain on the docket than can be tried, and the Court must then continue some cases. Such a circumstance is unfortunate, but with the cooperation of all concerned, such instances should be rare.

Civil Law Motions: Civil motions are heard on Fridays at 9:30 a.m. Elsie Holmes is the administrative assistant responsible for setting hearings on civil law matters, i.e., demurrers, infant settlements, pleas, contesting wills, injunctions, etc. Protective Orders appealed from the General District Court take precedence on the docket. Protective Orders are normally set on the 2nd Friday after the date the appeal is noted. Mrs. Holmes is in charge of the civil law docket and should be contacted regarding settlements of civil cases, etc. Elsie Holmes can be reached at (804) 501-4709.

Civil Domestic Matters: Hearings on divorce, custody, support and visitation are set every Monday, along with incapacitated adult matters. In the event Monday is a holiday, matters will be set on the Tuesday of that week. Support matters appealed from the Juvenile and Domestic Relations District Court are heard on the second Monday of the odd months of the year. Custody and visitation matters appealed from the Juvenile and Domestic Relations District Court are set for a docket call at 3:00 p.m. on the Monday of Term week. However, the Court encourages attorneys to call Tammy Damon to preset the appeal trials. Protective Orders appealed from the Juvenile and Domestic Relations District Court take precedence on the docket. Protective Orders are normally set on the second Monday following the date the appeal is noted. Again, most cases can be set by telephone. For all equitable distribution cases set for trial, a domestic relations pre-trial scheduling order is required within 10 calendar days of setting the trial date. Exhibits must be pre-filed. Any matter set for more than three hours or involves a *pro se* party requires a pre-trial conference. Tammy Damon is the administrative assistant responsible for the civil domestic docket and should be contacted regarding settlements of civil domestic cases. Mrs. Damon can be reached at (804) 501-4710.

CRIMINAL: Kayla Lupton is responsible for all criminal matters and should be called if it is determined at the last minute that the trials will take longer than preset,

if a jury is waived, to set a guilty plea when a criminal jury is set, or if it is too late to write regarding a continuance. Misdemeanor non-jury appeals are tried on the second, third and fourth days of Term Week. When the appeal is noted in the General District Court or Juvenile and Domestic Relations District Court, a trial date is assigned at that time. If it becomes necessary to continue the trial, a letter should be written to this court requesting a continuance and setting forth the reason, the amount of time estimated for the trial, and whether a trial by jury is requested. Counsel will then be advised if the continuance is granted and advised to coordinate a date with the Commonwealth's Attorney's Office and submit an original order endorsed by all counsel and the defendant to the Circuit Court Clerk's Office. Kayla Lupton can be reached at (804) 501-4723. If Kayla Lupton can not be reached, please call Donna Sandefur at (804) 501-4711.

Felonies: Trials are conducted on Tuesday, Wednesday, and Thursday. The date for the trial in the Circuit Court is preset at the conclusion of the preliminary hearing in the General District Court. All continuance requests must be in writing, along with a list of available dates provided to the court. Continuances are done in court and the defendant must be present.

Criminal Motions Day: Criminal Motions take place the Monday of Term Week, at 3:00 p.m. This time is set aside for hearing requests on psychiatric examinations, change of trial date, setting trial dates if not previously set, and setting hearings on motions to suppress, etc., if these matters are not taken care of before the start of the Term.

NOTE: ALL ORDERS submitted to the Court for entry must be original orders with original signatures, preferably in blue. All orders or filings must be submitted to the Circuit Court Clerk's Office. (NO FAXES ACCEPTED!)

Henrico General District Court

NAME OF COURT: HENRICO GENERAL DISTRICT COURT

JUDGES:

Hon. John K. Honey, Jr., Chief Judge
Hon. Thomas O. Bondurant, Jr., Presiding Judge
Hon G. Barton Chucker, Presiding Judge
Hon. B. Craig Dunkum, Presiding Judge

CLERK:

Barbara C. Shaw
Telephone: (804) 501-4726
Email: bshaw@vacourts.gov
P.O. Box 90775
Henrico, VA 23273-0775

TELEPHONE:

Civil: (804) 501-4727; Fax: (804) 501-4141
Criminal & Traffic: (804) 501-4723; Fax: (804) 501-7388

ADDRESS: 4301 E. Parham Road, Henrico, VA 23228 (Parham and Hungary Spring Road)

SHERIFF:

Hon. Alisa A. Gregory
P.O. Box 90775
Henrico, VA 23273-0775
Phone: (804) 501-4571

COMMONWEALTH ATTORNEY:

Hon. Shannon Taylor
P.O. Box 90775
Henrico, VA 23273-0775
Phone: (804) 501-4218

CONTINUANCE POLICY

Continuances granted by Judge on motion or on agreement of Commonwealth's Attorney & defendant.

ELECTRONIC VOUCHER PAYMENT SYSTEM

Effective September 1, 2020, Henrico General District Court requires the use of the Supreme Court of Virginia's Electronic Payment Voucher System (EVPS) for online submission of the DC-40, List of Allowances, for state charges, by court-appointed counsel. Payments for local charges will continue to be submitted on paper DC-40's. When the electronic voucher is submitted, it will be sent to the Clerk's Office for processing. The submitter will receive an email verifying that the Clerk's Office received the voucher. The Court will approve, reject or modify the voucher electronically. Attorneys will receive

updates electronically. Approved vouchers will be transmitted immediately to the Supreme Court of Virginia resulting in more timely payments.

Attorneys must register for EVPS on the Supreme Court of Virginia website to establish an account for payment. There are also training videos available on the website at <http://www.courts.state.va.us/online/evps/home.html>. If you have any questions, please contact Rebecca Adkins at (804) 501-4725 or Jessica Whisenhunt at (804) 501-4290.

COURT SCHEDULE:

Arraignments

Mon. - Fri., 8:30 a.m.

Attorney Status Cases

Mon. - Fri., 9:00 a.m.

County Cases

Fri., 9:00 a.m.

Traffic Docket

Mon. – 11:00 a.m.

Tues. – Thurs., 11:30 a.m.

Criminal/Traffic Docket

Tues. - Thurs., 9:30 a.m. & 10:30 a.m.

DUID

3rd Mon., 11:00 a.m.

(If 3rd Mon. is a holiday, then the 4th Mon.)

Toll Road Docket

Last Mon., 10:00 a.m.

Traffic School Returns

Fri., 9:00 a.m.

Community Correction Returns

Fri., 9:00 a.m.

Protective Orders

Mon. - Fri., 1:30 p.m.

Civil Return & Motion Docket

Mon. 10:00, 10:30, 1:30, 2:00, 2:30

Fri. 10:00, 10:30, 11:00, 11:30

Contested Civil Cases

Tues. - Thurs., 1:30 p.m.

Fri., 11:00 a.m.

Civil Small Claims

Every other Fri., 11:00 a.m.

Garnishment Docket

Mon. & Fri., 8:30 a.m.

DOCKET PROCEDURES FOR CIVIL CASES:

The following procedures should be followed when filing civil cases:

1. **Filing fees:** The fee for filing warrants, detinues, garnishments, interrogatories and unlawful detainers is \$52 processing fee plus \$12 for each service, if being served by the Sheriff. Checks should be payable to Henrico General District Court. The court accepts Discover, Visa & Mastercard.
2. **Return dates:** The return dates on warrants must be at least 45 days from the day the summons is filed in this Court but not over 60 days. (Unlawful Detainers will be set within 21 days, or as soon as practicable.) The clerk's office must be contacted prior to filing to receive a court date.
3. **Style of the case:** The plaintiff's name is listed at the top right hand of the warrant (last name first, eg. Smith, John R.). Also, list your address or your attorney's name and address, if applicable. Please list this information neatly. **Most forms can be completed on the court's website and printed by clicking on print for submission to court. (Do not use normal print option.)** The defendant's name (last name first), address to be served and the city or county of residence should be listed.
4. **Warrants:** All warrants must be signed and dated.
5. **Trial dates:** Cases are not set for trial on the first appearance. Please mark the block labeled "for the Judge to set another date for trial."
6. **Multiple Warrants:** If there is more than one warrant, detinue, etc., please include an Inventory Sheet listing the plaintiff and defendant in each case and the return date.

7. **Service copies:** Please provide one service copy for each defendant in addition to the original paper for warrants, unlawful detainers, detinues, etc. sent to the Court. A Service Members Affidavit is required for each defendant. A copy of the warrant must also be mailed to the defendant at least ten days prior to the return date. Be sure to sign the certificate of mailing on the reverse side of the warrant and insert the date of the mailing.
8. **Service by Sheriff:** An additional fee of \$12.00 per defendant must be included in the filing fees.
9. **Service by Sheriff outside of Henrico:** If a defendant does not reside in the county of Henrico, please designate the city or county where the jurisdiction lies under the address on the warrant.
10. **Service by Private Process Server:** Third party service must be shown on the face of the warrants. You must indicate the name of your process server. This will eliminate another process server picking up your warrants in error. The affidavit of service should be filed in the Clerk's office at least 10 days prior to the return date on the summons.
11. **Service by Virginia Beach or Norfolk:** A separate check for \$12.00 per service must be included, payable to the High Constable of the appropriate jurisdiction.
12. **Service on Federal or Government Agency:** Service by certified mail. Please provide an envelope addressed to party with proper postage, certified mail receipt and a green certified mail card returnable to Henrico General District Court.
13. **Garnishments:** Case number must be shown on the top right-hand corner;
 - a. Return dates are as suggested:
 - i. 90 – 180 days for wages

- ii. 45 days for bank accounts
 - iii. 180 days for Military and Federal Employees
- b. Form Requirements:
 - i. an original and five copies must be included
 - ii. An envelope addressed to the judgment debtor with postage
 - iii. Garnishee's answer sheet attached to each copy of the garnishment
 - iv. Suggestion for summons in garnishments for which the judgment is sought must also be attached to the original copy
- 14. **Interrogatories:** Interrogatories require an original and three (3) copies with exemption forms attached to each copy. A copy of the interrogatory must also be mailed to the defendant at least ten days prior to the return date. Be sure to sign the certificate of mailing on the reverse side of the summons and insert the date of the mailing.
- 15. **Attorney(s):** If an attorney is representing the plaintiff, his or her name and telephone number must appear only in the designated block at the bottom right hand corner of the warrants.
- 16. **Secretary of the Commonwealth:** When serving a defendant out of state, an additional fee to the Secretary of the Commonwealth is required. Please type the defendant's address and the words SECRETARY OF THE COMMONWEALTH under the address and follow the instructions below:
 File the original case papers with the court clerk's office and pay their required filing fees. Send to the Secretary of the Commonwealth the following:
 - a. An original and two copies of DC-410, Affidavit for Service of process on the Secretary of the Commonwealth
 - b. 1 copy of papers being served, i.e., Warrant in Debt, Garnishment, etc.
 - c. 1 envelope addressed to the person/business being served, returnable to the plaintiff
 - d. 1 certified mail card (green), also addressed to the person/business being served, returnable to the plaintiff
 - e. 1 self-addressed stamped envelope, returnable to plaintiff (for receipt of service)
 - f. A check or money order for \$28.00 per defendant made payable to the Secretary of the Commonwealth. If it is a couple, two separate sets of papers are required.
 - g. For one defendant with multiple addresses, the fee is \$28.00 per address.
- 17. **State Corporation Commission:** The fee for service on corporations through Clerk of the State Corporation Commission requires a check in the amount of \$30.00 in addition to the \$52.00 filing fee. The proper affidavit must be filed. This service requires an original warrant and two service copies for each defendant to be served. Additional \$12.00 per defendant if served by Sheriff. If Third Party Process, include a self-addressed envelope to the Clerk of the State Corporation Commission.
- 18. **Department of Motor Vehicles:** Service through the Division of Motor Vehicles requires an affidavit of due diligence. Indicate on the warrant that this claim arose from an automobile accident occurring in the Commonwealth of Virginia. All automobile cases must be served through Division of Motor Vehicles and not through Secretary of the Commonwealth. This service requires an original warrant and two service copies for each defendant. There is a \$52.00 filing fee plus the Division of Motor Vehicles fee of \$28.00. Additional \$12.00 for each defendant served by the Sheriff. If Third Party Service, include self-addressed envelope to the Division of Motor Vehicles.
- 19. **Pleadings:** If either party desires pleadings, they should be requested on the return date, when the case is being set for trial. Only one copy of a pleading needs be filed with the Court. (If you fax a copy, please do not mail an additional copy.) The pleading should clearly indicate the date set for trial or hearing.
- 20. **Review docket day prior to court date:** Agents and attorneys may call court the day prior to court date to continue and dismiss cases.

21. **Reissuance of Warrants:** Must be filed within 90 days from the original court date. Only the **address** can be changed. Please provide original docket number.
22. **Document Policy:** Due to the time and space requirements for receiving, filing, scanning and storing documents which are not necessary to perfect a filing or part of the “case papers” of the Court’s file, this court has adopted a policy related to the acceptance of documents at the time of initial filing and prior to a hearing or trial. This policy was necessary due to the large volume of documents that were being submitted to the Clerk’s Office which were not essential to the filing and which should typically be offered at the time of hearing or trial.
 - a. All filings in this Court will be limited to those provided for by statute or by The Rules of the Supreme Court of Virginia, and shall **not** include any documents which are not required to be filed pursuant to statute or those rules;
 - b. The Clerk’s Office will accept Warrants, Complaints, Answers, Notices, pleadings, motions, proof of service, witness subpoena requests and returns, **required** affidavits, **required** statements of account, and any other documents **required** to be filed by statute or the rules;
 - c. The Clerk’s Office will **NOT** accept medical records, leases, non-required statements of account, any exhibits to be offered at a hearing or trial, more than the original and **one** copy of any document to be served on an individual party, or any other documents not required to be filed by statute or the rules;
 - d. Any documents that are submitted for filing contrary to the above policy will be returned to the party/attorney submitting them without prejudice to the filing of the action;
 - e. At the conclusion of a hearing or trial, the judge may return to counsel or the parties any documents introduced which are not required to be preserved as part of the “case papers” as identified in Va. Code § 16.1-112.

Henrico Juvenile & Domestic Relations District Court

NAME OF COURT: HENRICO COUNTY JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT

JUDGES:

Honorable Margaret W. Deglau, Chief Judge
Honorable Rondelle D. Herman, Presiding Judge
Honorable Sharon G. Jacobs, Presiding Judge
Honorable Linda Y. Lambert, Presiding Judge
Honorable Stuart L. Williams, Jr., Presiding Judge

CLERK'S OFFICE:

Shannon F. Meadowcroft, Clerk of Court
smeadowcroft@vacourts.gov
Michelle Kinslow, Chirf Deputy Clerk
mkinslow@vacourts.gov

PHYSICAL ADDRESS: ADDRESS: 4201 E. Parham Road, Henrico, VA 23228

MAILING ADDRESS: P.O. Box 90775, Henrico, VA 23273

PHONE, FAX, WEBSITES, E-MAIL:

Phone: 804-501-4688
Fax: 804-501-4756
www.henrico.us/jdrcourt
www.vacourts.gov
JDRInfo@henrico.us

COURT SERVICES UNIT:

Kathy Jones, Director
Phone: 804-501-4693

MAGISTRATE:

Micah Blankenship, Chief Magistrate, 14th Judicial District
Phone: 804-501-5285
Located at Henrico County Jail West

SHERIFF:

Alisa Gregory
4317 E. Parham Road, Henrico, VA 23228
Phone: 804-501-4860

DEPARTMENT OF SOCIAL SERVICES:

Serious complaints concerning child's welfare and health.
Hotline phone: 501-4002 during office hours; 1-800-552-7096 after hours

DOCKETS:

Arraignments:

Juvenile- Mon-Thurs 8:15 a.m.

Juvenile detention hearings- Mon-Fri 9:00 a.m.

Adults (bonded)- Mon-Fri 9:00a.m.

Adults (detained)- Mon-Fri 11:00 a.m.

Criminal Trials (Adult & Juvenile):

Mon., 9:00 a.m., 10:45 a.m., 1:00 p.m., 2:00 p.m., & 3:00 p.m.

Fri., 9:00 a.m. & 10:00 a.m.

Protective Orders:

Mon., Tues., Thurs.- 1:00p.m.

Wed.- 2:00 p.m.

Fri.- 11:00 a.m.

Support:

Show cause arraignments:

Tues., 2:30 p.m.

DCSE (Amending/New Petitions/S/C):

Tues., 9:00 a.m., 10:00 a.m., 11:00 a.m., 1:00 p.m., 2:00 p.m.

Thurs., 9:00 a.m., 10:00 a.m., 11:00 a.m., 1:00 p.m., 2:00 p.m.

Non DCSE (All Cases):

Tues., 9:00 a.m., 10:00 a.m., 11:00 a.m.,

Custody/Visitation/Support (first calling/docket call):

Wed., 9:00 a.m., 10:00 a.m., & 11:00 a.m.

Thurs., 9:00 a.m., 10:00 a.m. & 11:00 a.m.

Contested Custody:

Tues., Wed., & Thurs.- begin at 1:00 p.m.

DSS Cases:

Wed., 9:00 a.m., 10:00 a.m., & 11:00 a.m.

Thurs., 11:00 a.m.

Traffic:

Wed., 1:00 p.m.

Fri., 9:00 a.m.

CONTINUANCES:

Continuance Requests are decided on a case by case basis. Requests for continuance must be made 3 days in advance and signed off by all parties. This form will not be accepted if all parties have not signed the form. This form can be found at www.henrico.us/jdrcourt.

REMOTE HEARINGS:

The Motion for Remote hearing can be found at:

www.henrico.us/jdrcourt or <http://www.vacourts.gov/courts/jdr/henrico/home.html>

Henrico JDR accepts the completed motion from counsel and pro-se parties.

SUPPORT, CUSTODY, VISITATION:

- All petitions and motions to amend filed regarding matters of support, custody, and visitation must be filed on state forms. Each child requires a separate petition or motion for each issue. (<https://henrico.us/jdrcourt/forms>)
- Child Support and Spousal Support must be filed on separate petitions.

- The Mediation Coordinator will screen all non-DCSE and paternity filings to determine eligibility for mediation. If deemed appropriate, a referral will be made.
- Petitions filed regarding custody/visitation/support involving biological parents will be referred to the Parent Education Class. Failure to attend this class may prohibit presentation of evidence or may result in dismissal of case. This class is required in all contested case and satisfies the requirement of Virginia Code 16.1-278.15 and 20-103. The referral will be attached to the summons sent to the parties.
(<http://www.courts.state.va.us/courtadmin/aoc/djs/programs/parented/home.html>)

FILING/SERVICE FEES:

Establish Paternity: \$12/service (per party)
 Disestablish Paternity: \$12/service (per party)
 Custody/Visitation: \$25 filing fee per petitioner
 Relief of Custody:
 Parent petitioner- \$12/service (per party)
 Non-parent petitioner- no fee
 Emancipation: \$12/service (per party)
 Child Support: No fee
 Spousal Support: \$12/service (per party)
 Witness subpoena for civil matters: \$12/service
 Subpoena duces tecum for civil matters: \$12/service

Checks should be made payable to: Henrico JDR Clerk’s Office

For waiver of filing fees, sheriff’s fees, or writ tax, please use:
<http://www.vacourts.gov/forms/circuit/cc1414.pdf>

ONLINE PAYMENTS:

Online payments for matters post-trial can be made at:
<http://www.vacourts.gov/caseinfo/tickets.html>
 Pre-payments for juvenile traffic tickets are only accepted in person at the Clerk’s Office.

HOPE CARDS:

Henrico County JDR participates in the HOPE Card program. Information regarding this service can be found at: <http://www.vacourts.gov/courtadmin/aoc/judpln/programs/dvps/home.html>
 You can also contact Victim Witness at 804-501-1680.

DRIVER’S LICENSE CEREMONY:

Please call the Clerk’s Office at 804-501-4688 for information.